

SECTION C

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

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SECTION C

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 BACKGROUND

The U.S. Department of Energy, Idaho Operations Office (DOE-ID) is responsible for oversight and administration of the Idaho National Engineering and Environmental Laboratory (INEEL) and its support facilities. Activities include, but are not limited to: nuclear materials production; nuclear energy safety and operations; waste and transportation management; reactor technology development; irradiation services; engineering and construction management; environmental restoration; occupational safety and health; applied engineering; and research and development in support of the DOE environmental programs. In addition to oversight of the INEEL, DOE-ID direct program responsibilities include, but are not limited to: programmatic direction and control of energy research and technology development programs; program management for DOE environmental technology development programs; radiological and environmental sciences programs; environmental protection and quality assurance implementation; and safeguards and security programs which address physical protection of employees, Government property, and the general public.

In support of its mission responsibilities, DOE-ID requires advisory and assistance support services related to the administrative and technical oversight and management of its program activities. Programs managed by DOE-ID include, but are not limited to: Waste Management; Environmental Restoration; Transportation; Energy programs, such as Geothermal, Pulp and Paper, Fuel Cells, etc.; and a variety of National Security and Science and Technology projects. Waste types under the Environmental Management Program include low level waste (LLW), high level waste (HLW), transuranic waste (TRU), mixed waste, hazardous waste, and industrial waste which must be handled, packaged, treated, stored/disposed, shipped and/or processed.

Disciplines which may be required to perform tasks issued under this statement of work include, but are not limited to: nuclear, mechanical, electrical, civil, and environmental engineers; industrial hygienists; National Environmental Policy Act (NEPA), Occupational Safety and Health Act (OSHA), radiological protection, nuclear safety, quality assurance (QA), and emergency management specialists; physical scientists of all disciplines; system engineers; and a variety of administrative support specialists.

C.2 GENERAL REQUIREMENTS

The Contractor shall furnish the personnel, facilities, services, travel, and materials necessary to provide the requisite support services for DOE-ID, as described in this Statement of Work. The Contractor may also be required to support DOE-ID at other locations. Technical and administrative capabilities shall be applied as necessary to complete, in a timely and accurate fashion, the required task orders. All work to be performed under this contract shall be through the issuance of specific task orders. The task orders shall specify all task-specific deliverables, including reports and other documentation, as well as an established delivery schedule. Performance of advisory and assistance support services under this statement of work may be performed at the INEEL, DOE, or at such other locations identified in the assigned task order.

Neither the inherent nature of this service nor the manner in which it is provided requires direct or indirect Government supervision of the assigned Contractor individual(s). The Contractor shall provide the necessary management oversight and interface with the appropriate DOE-ID official identified as the Contracting Officer's Representative (COR) in technical matters, and with the Contracting Officer in administrative-related matters.

DOE-ID will provide, as necessary, all available supporting data and documentation determined by the Contractor to be required to complete assigned tasks.

C.3 SCOPE OF WORK

Advisory and Assistance support services covered by this Statement of Work are contained in two general areas. Those areas are (1) engineering and technical services and (2) management and professional services.

Engineering and technical services. In support of DOE-ID's mission responsibilities, the Contractor shall provide in response to approved task orders, expertise in diverse areas such as environmental restoration and waste management, technology market analysis, safeguards and security analysis, safety and health issues, nuclear programs, regulatory analysis, systems engineering, operational readiness, and cost estimating.

Advisory and assistance support services may be requested but not limited to the following general areas:

• NEPA (National Environmental Policy Act) reviews, and preparation of

NEPA documents (Categorical Exclusions, Environmental Assessments, and Environmental Impact Statements);

- ℄ Technical expertise pertaining to environmental compliance, including but not limited to the Clean Air Act, Clean Water Act, Toxic Substance Control Act (TSCA), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), etc.
- ℄ The contractor shall be versed in issues related to administration of the Federal Facility Agreement and Consent Order between DOE, the Environmental Protection Agency (EPA), and the State of Idaho; the Site Treatment Plan under the Federal Facility Compliance Act between DOE, and the State of Idaho; and the Settlement Agreement between DOE, the Department of the Navy and the State of Idaho.
- ℄ Risk analyses/assessments; Safety Analysis Report support; facility design analyses; Surveillance program/compliance verification; Emergency management and preparedness activities;
- ℄ Cost estimating for research and development projects, remediation programs, and other identified projects;
- ℄ Independent evaluations of contractor readiness reviews performed prior to startup or restart of facilities. Walk downs and independent evaluations of the conduct of operations and progress of contractor work to assure compliance with a variety of Environmental, Safety, and Health (ES&H) requirements.
- ℄ Peer reviews and formal checks on other contractor technical and design reports. Usually these reviews/checks would be of complex industrial and nuclear facilities;
- ℄ Independent review and assessment of issues raised for a diverse number of environmental compliance reviews of both new facilities in design and existing facilities currently in use;
- ℄ Technical support in the design, review, and development of specified management and control systems;
- ℄ Engineering analysis to determine the maturity, commercial viability, and technical fit of industrial development and analysis of industrial trends to

recommend technology development and transfer strategies to DOE-ID.

- ℄ Engineering studies, analyses, and evaluations to support of policy development, decision-making management, or administration.

Management and professional services. The Contractor shall provide specialized management expertise and assistance to DOE-ID as necessary. Advisory and assistance support services include but are not limited to the following areas:

- ℄ Management systems engineering to include all aspects of systems engineering support, such as requirements analysis, functional analysis, functional development and implementation of project and program configuration management schemes, interface control processes (organizational, functional, and physical), and change control processes;
- ℄ Public outreach support including conference management, providing moderators and facilitators for public meetings and workshops related to DOE-ID programs;
- ℄ Development of computerized information management, technical resource and communications systems and processes. Support includes all aspects of development, including identification, selection and application of communication protocols, development of information infrastructures to support those selections, integration of database technologies, and integration of computerized legacy systems and other information into the newly developed systems and processes;
- ℄ Evaluation of new requirements, or modifications to existing requirements, in order to determine their impacts on the organization, and develop implementation plans to ensure compliance;
- ℄ Independent assessments of any or all organizational elements and management analysis areas of responsibility;
- ℄ In addition to providing support to DOE-ID's oversight responsibilities, the Contractor may be tasked with identifying issues, recommending priorities, performing root cause analyses, and writing corrective action plans;
- ℄ Material control and accountability and physical security surveys in accordance with requirements in DOE Orders. Survey reports and work

papers documenting survey performance; and

- ℄ A variety of administrative support activities including but not limited to: technical editing; training classes in specific, identified subject areas; and development of lesson plans and associated topic development standards.
- ℄ Managerial studies, analyses, and evaluations services in support of policy development, decision-making management, or administration.

C.4 EXAMPLES OF PREVIOUS TASK ORDERS

In order for the offeror to better understand the scope of task orders that may be issued under this contract, samples of task orders from the current contract are listed below.

- ℄ Safety Analysis Review and Nuclear/Criticality Safety Support
- ℄ INEEL EIS Management And Quality Systems Support
- ℄ Engineering Considerations For The Recovery Of Cesium From Geologic Materials
- ℄ Management Plan For Developing the Fort St. Vrain Independent Spent Fuel Storage Installation License Transfer Application
- ℄ INEEL Construction Safety And Implementation Procedures
- ℄ DOE-ID Local Area Network Design Review